

REGIONAL NAF PERSONNEL OFFICE
MWR Dept/NSA, VQ-WPNSTA Yorktown, FISC Cheatham Annex
VACANCY ANNOUNCEMENT

1/5/04

Does not confer to Civil Service Status

POSITION: **Tractor Operator Golf**

ANNOUNCEMENT # YT 27-04

Grade: NA-5705-06/07

Salary: \$8.75-\$9.67

LOCATION: MWR Department, Commercial Activities (Golf)
Yorktown, VA 23691

CLOSING DATE: Open until filled

AREA OF CONSIDERATION: Open

(1) Position, Flexible

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Operates gas and diesel powered tractor drawn and tractor powered mowing equipment, including a gang real mower, off-set counter- balanced rotary mower, sweeper, aerator, fertilizer spreader, sod cutter, stump remover, front-end loader, back-hoe and grading blade. Operates a dump truck, truckster, portable pump, utility mower, weed eater and other types of heavy-duty equipment needed to do daily maintenance, make special repairs and to do tree pruning, trimming or planting. Uses a variety of hand tools, including an axe, crow bar, wheelbarrow, sod edger, sod lifter, shovel, spade, hoe, rake, pruning sheers and other types of specialized hand tools. Mows lawns at designed cuts; removes debris, dead grass, broken tree limbs, leaves and keeps assigned areas clean, presentable and as attractive as possible. Digs trenches, cleans ditches and removes weeds around buildings, fences, trees, shrubbery, sidewalks, and other such locations. Applies the proper amounts of fertilizers, insecticides and nematodes according to manufacturer's directions and instructions. Maintains, repairs and installs irrigation system lines, sprinkler heads and low voltage electric lines and switches associated with automatic irrigation systems. Performs preventive maintenance on gas and diesel powered machinery and other types of mechanical equipment and hand tools used to accomplish assigned duties and responsibilities. Performs other related duties as assigned.

QUALIFICATIONS: Must be able to read, write and understand both written and verbal instructions, must possess a minimum one year documented experience in lawn care maintenance. Must have a general knowledge of maintenance of fine turf, trees and ornamentals, skill in the use of a variety of power/hand tools and equipment pertinent to golf course maintenance. Must possess the skill to operate manual transmission vehicles and maneuver driver- operated machinery in spaces that are small, tight, and confined spaces with small turning radius, hills and steep grades.

SPECIAL REQUIREMENTS: Must possess and maintain a valid state driver's license. This position is subject to an irregular tour, which may include weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: MWR Office, NAF Personnel Office, Building 2011 Belzer Road, Yorktown, VA 23691.

-MAILING INSTRUCTIONS: MWR Department-NWS, P.O. Box 32, Lackey, VA 23694-0032.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. **ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.**

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. **ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.**

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPER 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)